



ANGLICAN DIOCESE MONTREAL

The Venerable Robert Camara
Vicar General & Executive Archdeacon
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January 30, 2023

Dear colleagues,

We're now in our sixth year of using ParishOS to submit your annual vestry return and financial information. Sometimes it has run very smoothly and other times we have encountered glitches that have been nothing short of frustrating. Thank you for your patience and cooperation.

A reminder that you are asked to fill out your annual returns on-line via the web. Each parish has access to their own data and the forms will be available to complete on-line until March 17th. It is very straight forward and I have included some general instructions below on how to complete them (in case you've forgotten or are new to the diocese). Whatever you do, please **ALWAYS** remember to **SAVE** your data before exiting a form or the program.

Also, please keep in mind the canonical requirement to hold your annual general vestry meeting by the last day of February.

Canon 16 (2): The annual meeting of the Vestry shall be held on or before the last day of February in each year, or on such other date as the Synod may from time to time by resolution appoint, after notice given during divine service on the two preceding Sundays, for the purposes mentioned in section III of the Church Temporalities Act, and for the transaction of other business.

Jennifer James-Phillips (ext 249 or jphillips@montreal.anglican.ca) and Sophie Bertrand (ext 232 or sbertrand@montreal.anglican.ca) are available to help you if you have any questions. You may also assign someone from your parish to log in and fill in the data for you, but please ensure that all data is completed by March 17th. You can fill in the data as it is available to you, **SAVE**, (maybe even print a copy using the print view button found at the top right hand corner) and then come back and add additional information or make corrections (until the closing date when your forms will no longer be accessible).

A unique username and password was sent to you last year and is still valid. If you have forgotten or you are new and need one, please contact Jennifer James-Phillips in accounting to receive that information.

Please use that information to log on and begin inputting your data (<https://app.parishos.com/login/>). You will find three forms to fill out, your 2023 annual vestry returns with the names and contact information of your various officers; your 2022 financial returns, and your 2022 parochial statistics.

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Again, if you have any questions on how to log-on or complete your forms, please feel free to contact either Jennifer James-Philips or Sophie Bertrand.

PLEASE ensure that you save your information at every step of the way. If you do not save your information, it will be lost. May I also recommend that you print off a copy of the questions and write them out so that you at least have the information on paper **AND** print off the form before exiting so that you have a hard copy (using the print view button found at the top right hand corner).

Blessings,



Completing your 2023 Vestry Returns

How to complete your Vestry Returns:

1. Log on to the webpage: <https://app.parishos.com/login/>
2. Enter your unique username and password (as previously used in past years)
3. Click on the “sign in” button
4. On the top menu of the page, click on “Parochial Returns”
5. You will see three options of returns:
 - a. Parish Financial Information 2022 (open until March 17, 2023)
 - b. Parochial Statistics for 2022 (open until March 17, 2023)
 - c. Parochial Returns for 2023 (open until March 17, 2023)
6. Click on one of the above options
7. Enter the information as requested (note that if you come back and want to continue or add information to an already existing return, you will click on the particular return).
8. SAVE, SAVE, SAVE
9. Print off a copy of your information before exiting the form (there has been a glitch where the information may be lost – a hard copy will save you the challenge of having to look for all the information again)! Print of your information by using the “print view” button found at the top right hand corner
10. SAVE, SAVE, SAVE
11. Click on the “return to menu option”
12. Repeat steps 6-8 for the remaining returns forms.
13. Exit